## *CITY OF SHORELINE PROCESS FOR ELECTRONIC REVISION SUBMITTALS FOR PERMITS RELATED TO THE SOUND TRANSIT PROJECT*

- Applications for permits related to the *Sound Transit Link Light Rail Project* will be made electronically, as will any revision submittals that may be required
  - Below is a link to the *OneDrive* document library folder for *Light Rail Permit Submittals*
    https://cityofshoreline-my.sharepoint.com/personal/jgarverhume_shorelinewa_gov/Documents/Light%20Rail%20Permit%20Submittals
- **AFTER SUBMISSION OF PERMIT APPLICATION DOCUMENTS**
  - A Permit Tech will review the application documents
    - If the application is complete, the documents will be transferred to the appropriate staff member for review
    - If items are missing from the application, the Permit Tech will notify you via email
    - Additional items may be uploaded to the original submittal folder on OneDrive until the application is determine complete
  - City staff will review the application when all items are complete
    - If revisions are needed to your application documents, City staff will send comments/revision requests via email
    - To upload any revised documents, create and upload to a new folder under the original permit submittal folder on OneDrive
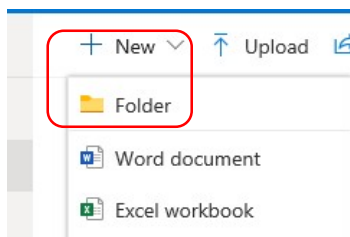
      - Name the new folder *Rev1*, *Rev2*, or *Revision_1*, *Revision_2*, etc. If there are already revision folders present, follow the naming convention in use
      - i.e., for a contractor submittal the folder path might be:
        Light Rail Permit Submittals\CONTRACTOR – ROW Permit Submittals\ROW – Road Closure….\Rev1
      - For a submittal to one of the ROW, Site Dev or Building permits, the path might be:
      - *Light Rail Permit Submittals\ROW Permit Submittals\ROW - MP Zone 07 ROW19-0327\Revision_10*
      - Once a revision submittal has been processed and uploaded for review, the word *_SUBMITTED* will be appended to the revision folder name
    - Fill out the *Sound Transit Revision Submittal Form – City of Shoreline*
      - You may upload a copy of the form to the newly created revision folder on OneDrive, or
      - Include the form directly in an email and send it to LRailROW@shorelinewa.gov (Right-of-Way permits) or LRail@shorelinewa.gov (any other type of permit)
    - When all items are in order, City staff will notify the Permit Tech that the permit is ready for Issuance

- The Permit Tech will finalize the permit, including any conditions that may apply
  - The Permit Tech will notify you via email that the permit has been approved and that the permit, conditions and approved plans will be available for you to view or download using the City's online permit application, *eTRAKiT*
    https://permits.shorelinewa.gov/etrakit/